



ROSWELL STREETS AND ALLEYS COMMITTEE

Monday, February 23, 2015 at 4:00 p.m.

Conference Room at Roswell City Hall
425 N. Richardson Avenue

Committee Chair: Juan Oropesa

Committee Members: Jeanine Corn Best, Steve Henderson

Staff Coordinator: Louis Najar

A. Call to Order

B. Approval of the Agenda

C. Minutes

1. Consider approval of the January 27, 2015 minutes

D. Non-Action Items

1. Spring Slurry Seal (Stephen Miko)
2. Toss It Saturdays (Stephen Miko)

E. Regular Items (Action Items)

1. NMDOT Local COOP Project Application Resolution (Louis Najar)
2. NMDOT Local COOP Project Agreement Resolution (Louis Najar)
3. Proposed Permit Parking Ordinance (Louis Najar)
4. Street Name Ordinance Update (Louis Najar)

F. Other Business (Non-Action)

1. Public Comments

G. Adjourn

Next Meeting: March 31, 2015

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 14-36.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: 2/18/2015



MINUTES OF THE REGULAR MEETING STREETS AND ALLEYS COMMITTEE

January 27, 2015

REGULAR MEETING 4:00 p.m.

CALL TO ORDER AND WELCOME – Chairman

A regular meeting of the Streets and Alleys Committee was called to order at approximately 4:00 p.m. by Chairman Juan Oropesa with the following members present:

Juan Oropesa
Jeanine Corn Best
Steve Henderson

Staff present included Glenda Allen, Civil Designer; Sharon Coll, City Clerk; Bernadette Lopez, Office Manager; Stephen Miko, Public Works; Louis Najjar, City Engineer; Steve Polasek, City Manager; Ryan Porter, Civil Engineer III; and William Zarr, City Attorney.

Other individuals present included Pastor Landjur Abukusumo; Astuti Abukusumo; Pastor Artis Allen; Janet D. Allen; Larry Connelly, YPAC; Debbie Gorham; Richard Gorham; Silvia Henson, Roswell Hispano Chamber of Commerce; Ismael Palacios, Roswell Hispano Chamber of Commerce; Savino Sanchez, City Council, Ward 4; Randal Seyler, Roswell Daily Record; Pastor Michael K. Shelton, Sr.; Alice Wagner; Steve Wagner; and Elena Velasquez, City Council, Ward 5.

APPROVAL OF AGENDA

Councilor Best moved to approve the agenda as presented. Councilor Henderson seconded the motion and all were in favor.

APPROVAL OF MINUTES – November 25, 2014

Councilor Best moved to approve the minutes as printed. Councilor Henderson seconded the motion and all were in favor.

NON-ACTION ITEMS

1. Street Name Change process-City & NMDOT streets:

Mr. Najjar said the City does not currently have a formal street name process. He recommended the minimum criteria for the process as follows: (a) request go through Streets & Alleys Committee; (b) Streets & Alleys Committee Review; (c) Streets & Alleys Committee recommendation to City Council; (d) Upon recommendation, notify all property owners by certified letter; and (e) City Council will vote; if approved, time frame for adopting name change notification to all interested parties. Mr. Najjar also stated that, according to the Traffic Engineer

with the NMDOT; they will require the same process, but it will have to go before New Mexico Transportation Commission.

Councilor Velasquez discussed the idea of having both Cesar Chavez and Martin Luther King, Jr. street name changes. She stated that there is community support for this idea. She provided the Committee with a summary of Mr. Chavez's and Mr. King's Biography. Councilor Velasquez would like to honor and pay tribute to these men by naming a street after them.

Various Persons spoke on this topic:

Councilor Henderson stated that when he was on staff in the early 90's and Martin Luther King, Jr. was suggested as a street name change. Garden Street was the proposed street to be renamed, but the residents objected. A park located by Monterrey Elementary School was named after Martin Luther King, Jr. Councilor Henderson stated the City needs to develop a plan, and preferably choose a street in new development.

Councilor Sanchez stated that he asked Tim Williams, Parks and Recreation Director, if he can fix the name on the monument at Martin Luther King, Jr. Park because it had come off.

Chairman Oropesa stated that he agreed with Councilor Velasquez in honoring these men by naming a street after them because they are very important in our history and culture.

Ms. Silvia Henson with the Hispano Chamber of Commerce stated that she received positive feedback from the community. One suggestion she received was to change Bland Street to Cesar Chavez.

Rev. Landjur Abukusumo, member of the Martin Luther King, Jr. State Commission, stated that he was in favor of both Cesar Chavez and Martin Luther King, Jr. street name changes because there is a respect for what they have done and what they have brought to the table. He stated that the naming of the streets for these men produces involvement in the community by the African-American Community and the Hispanic Community.

Councilor Henderson stated that if they were inquiring about an existing street; a street with no historical value will have the least amount of objections.

Mr. Steve Polasek, City Manager, suggested establishing a criteria, initially, to help narrow the street selection.

Mr. Steve Wagner stated that when he lived in Denver, Colorado, and they were going through the same procedure in which they picked a numbered street and added MLK to it.

Councilor Oropesa stated that the process of street name change will be facilitated through the Streets and Alleys Committee.

Councilor Henderson stated that they also be open to the suggestion of other names with significance.

Councilor Corn Best stated that names added should have a historical significance as Martin Luther King, Jr. and Cesar Chavez.

Mr. Polasek suggested adopting a street naming policy so that there is standardized criteria the Committee can follow. He said they will research a name change process policy within the City.

Councilor Oropesa asked the Engineering Staff to research the details on the procedure, and it can be on the Agenda for next time as a follow-up.

Councilor Henderson suggested asking other communities what their policy is on the matter.

Ms. Alice Wagner stated when she lived in Alamogordo, New Mexico, they went through the same process, and they would be a community to consult with.

Pastor Michael K. Shelton, Sr. of Friendship Missionary Baptist Church in Roswell stated he lived in Philadelphia and they had a three step process where (a) form a Committee for street selection; (b) feedback from residents of street selected; and (c) to City Council for approval. The City added the name on top of the original street name.

Mr. Najar stated after collecting the information, Engineering can come up with a more formalized process to be presented at a future Streets & Alleys Committee meeting.

2. CDBG Project Update:

Mr. Najar provided the Committee with the plans for sidewalk project. Mr. Najar gave an update of project design. Glenda Allen is the lead Designer for this project. Engineering plans to send CDBG plans to NMDOT for approval, and bid in March or April, so they can start the project when school is out in May.

Councilor Henderson suggested once the City is ready to begin the construction, an informational meeting will be held at either Mesa Middle School or Nancy Lopez Elementary.

Mr. Najar stated the project cost is \$580,000.00. Mr. Polasek stated they would send out letters informing those who will be impacted in both English and Spanish.

REGULAR ITEMS (ACTION ITEMS)

NONE

OTHER BUSINESS (NON-ACTION)

Chairman Oropesa welcomed Ryan Porter, P.E., Civil Engineer III, to the City.

No public comments were heard.

ADJOURN

The meeting adjourned at 4:52 p.m.

Juan Oropesa – Chairman



MEMORANDUM FOR STREETS AND ALLEYS COMMITTEE

DATE: February 23, 2015, Monday, at 4:00 P.M.

ITEM No. D.1.

FROM: Stephen Miko, Director Public Works *S.M.*

SUBJECT: Spring Roadway Resurfacing Project

ACTION REQUESTED: Request that information be provided to the committee members concerning the resurfacing projects that have been scheduled by the Public Works Department for completion in the Spring.

STAFF RECOMMENDATION: None

CITY COUNCIL ACTION: None



MEMORANDUM FOR STREETS AND ALLEYS COMMITTEE

DATE: February 23, 2015, Monday, at 4:00 P.M.

ITEM No. D.2.

FROM: Stephen Miko, Director Public Works 

SUBJECT: Spring Clean-up On Saturdays

ACTION REQUESTED: Request that information be provided to the committee members concerning a new city-wide Spring clean-up event. The CLEAN-UP event is being held on every Saturday in the month of March by the Public Works Department and a cadre of eager volunteers.

Flyers for the event will be handed out to the committee members.

STAFF RECOMMENDATION: None

CITY COUNCIL ACTION: None



MEMORANDUM

Meeting Date: Monday, February 23, 2015

Item No. E-1

To: Streets and Alleys Committee

From: Louis Najar, P.E., City Engineer

Subject: NMDOT Local COOP Project Application Resolution

Action Requested: Committee to review and recommend resolution to Council.

Staff Recommendation: Attach resolution to NMDOT Local COOP Project Application.

Background: A resolution is required for a NMDOT Local COOP Project Application package.

Update Summary: Resolution has been prepared in accordance with NMDOT procedures.

Attachments: Resolution 15-11, Draft & Abstract Aerial Photo

City Council Action: To pass resolution to attach to NMDOT Local COOP Project Application.

**ROSWELL NEW MEXICO
CITY COUNCIL
REGULAR ITEM ABSTRACT
Meeting of March 12, 2015**

REGULAR ITEM #

DEPARTMENT:
Engineering-(Capital
Improvement)

CONTACT: Louis Najar
637-6281
COMMITTEE: Streets &
Alleys
CHAIR: Juan Oropesa

ATTACHMENTS
Resolution 15-11- NMDOT
Local Government Fund
COOP Application

DRAFT

SUBJECT:

Resolution #15-11 – New Mexico Department of Transportation Cooperative Program supporting an application for “**Design, Construction, Reconstruction, Pavement Rehabilitation/Improvements, Blading and Shaping, Drainage Improvements, Misc. on various City roads**” for fiscal year 2015-16.

PURPOSE:

To notify New Mexico Department of Transportation (NMDOT) through resolution that the City of Roswell supports, adopts and will budget the required funds to match NMDOT Cooperative Project Application, with an estimated project cost of \$117,100, (75%, NMDOT = \$87,825) (25%, City, \$29,275) for fiscal year 2015-16.

IMPACT:

A resolution at this time is a NMDOT requirement for a project application. Proposed project is to repair Park Road, and adjacent streets which have severe pavement failure. This portion of Park Road has been a constant problem for the City. Neither Streets Department nor Parks Department have been able to fund a satisfactory roadway repair. City Engineering Department has estimated total cost is \$117,100. NMDOT participation is estimated at 75%, \$87,825 (reimbursable amount) with a City participation of 25%, \$29,275. Project must be fully funded for fiscal year 2015-16 if application is approved. NMDOT requires the City to pay for project upfront and then request reimbursement. A budget request will be prepared for the City 2015-16 fiscal year.

RECOMMENDATION:

The Streets & Alley Committee recommends the approval of Resolution No. 15-11.

RESOLUTION NO. 15-11

**A RESOLUTION TO THE
NEW MEXICO DEPARTMENT OF TRANSPORTATION
FOR A LOCAL GOVERNMENT ROAD FUND PROJECT, FY 2015/2016**

WHEREAS, the “DESIGN, CONSTRUCTION, RECONSTRUCTION, PAVEMENT REHABILITATION/IMPROVEMENTS, BLADING AND SHAPING, DRAINAGE IMPROVEMENTS, MISC. ON VARIOUS CITY ROADS” is the named requested project for the NMDOT Local Government Road Fund Application, FY 2015/2016.

WHEREAS, the Local Government Road Fund project named in this resolution is an eligible activity; and

WHEREAS, the preliminary cost estimate is \$117,100 including gross receipts tax; and

WHEREAS, the City of Roswell desires to utilize NMDOT Local Government Road Funds in the amount of 75%, \$87,825 for the project improvements, and

WHEREAS, the City of Roswell has agreed to provide matching funds at a percentage rate of 25%, \$29,275 for the project improvements; and

WHEREAS, the City of Roswell has agreed to fund all project development, design and construction management costs separate from the cost of the project improvements; and

WHEREAS, the City of Roswell has agreed to fund all on-going maintenance costs for this Local Government Road Fund project after construction; and

WHEREAS, the City of Roswell supports this project and desires to receive funding; and

WHEREAS, this resolution is at the time of “application” for Local Government Road Fund funding;

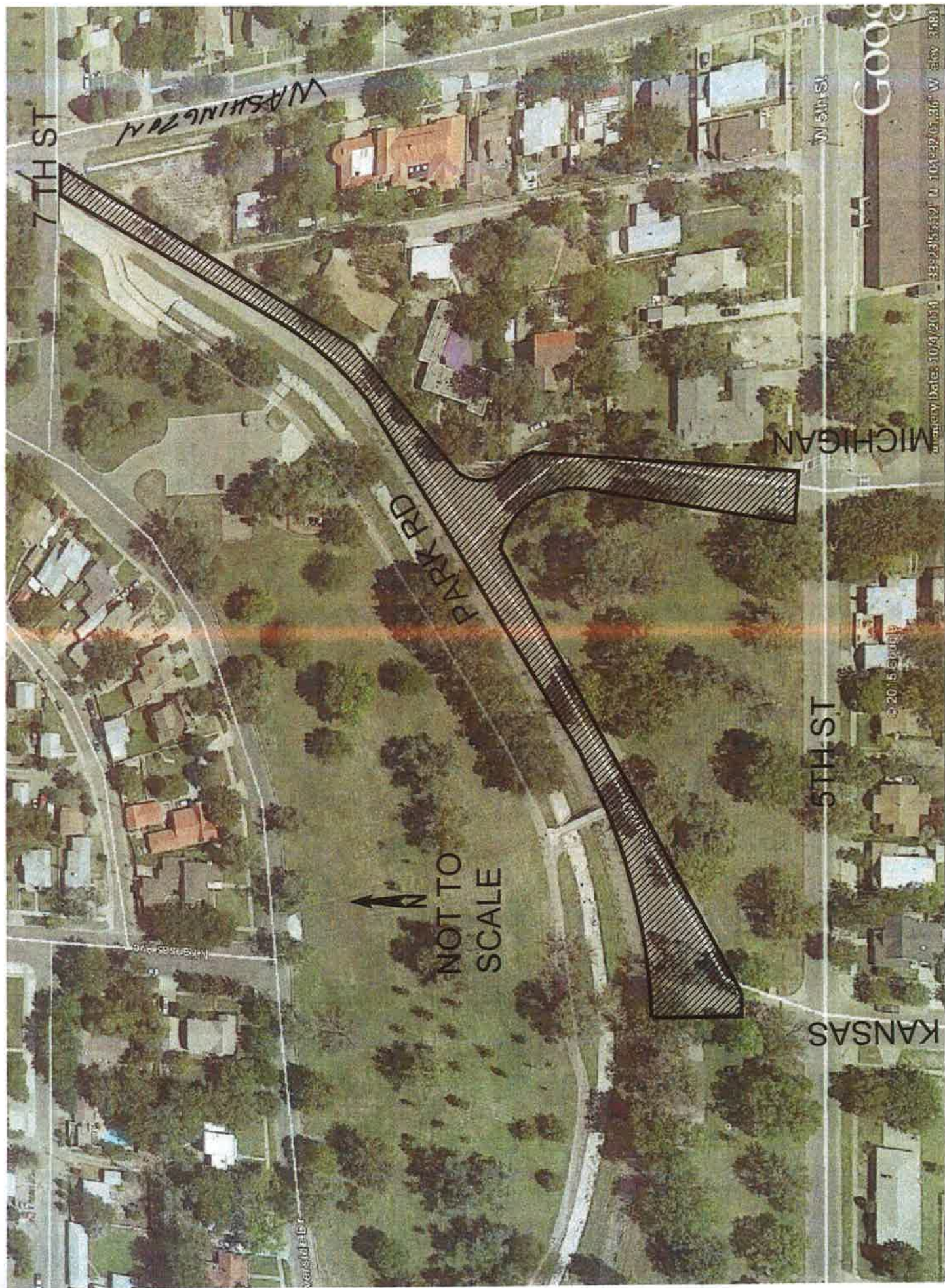
NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Roswell, New Mexico, that the Mayor be and hereby is, authorized to submit an application for Local Government Road Fund funding to the New Mexico Department of Transportation for the “DESIGN, CONSTRUCTION, RECONSTRUCTION, PAVEMENT REHABILITATION/IMPROVEMENTS, BLADING AND SHAPING, DRAINAGE IMPROVEMENTS, MISC. ON VARIOUS CITY ROADS” project in Roswell, New Mexico and hereby commits to such project as specified in the Local Governments Road Fund application process.

PASSED, ADOPTED, AND APPROVED this 12th day of March, 2015.

Dennis Kintigh, Mayor

Attest:

Sharon Coll, City Clerk





MEMORANDUM

Meeting Date: Monday, February 23, 2015

Item No. E-2

To: Streets and Alleys Committee

From: Louis Najar, P.E., City Engineer

Subject: NMDOT Local COOP Project Agreement Resolution

Action Requested: Committee to review and recommend resolution to Council.

Staff Recommendation: Attach resolution to NMDOT Local COOP Project Agreement.

Background: A resolution is required for a NMDOT Local COOP Project Agreement package.

Update Summary: Resolution has been prepared in accordance with NMDOT procedures.

Attachments: Resolution 15-10, Draft & Abstract Bridge Picture

City Council Action: To pass resolution to attach to NMDOT Local COOP Project Agreement.

**ROSWELL NEW MEXICO
CITY COUNCIL
REGULAR ITEM ABSTRACT
Meeting of March 12, 2015**

REGULAR ITEM #

DEPARTMENT:
Engineering-(Capital
Improvement)

CONTACT: Louis Najar
637-6281
COMMITTEE: Streets &
Alleys
CHAIR: Juan Oropesa

ATTACHMENTS
Resolution 15-10- NMDOT
Local Government Fund
COOP Agreement

DRAFT

SUBJECT:

Resolution #15-10 – New Mexico Department of Transportation
Cooperative Agreement Program, “**Project SP-2-15(969), CN L200228, Design,
Construction, Reconstruction, Pavement Rehabilitation/Improvements, Blading and
Shaping, Drainage Improvements, Misc. on various City roads**”

PURPOSE:

To notify New Mexico Department of Transportation (NMDOT) through resolution that the City of Roswell supports, adopts and has budgeted the required funds to match NMDOT Cooperative Agreement Project SP-2-15(969), CN L200228. NMDOT Cooperative Agreement with a project cost of \$118,361, (75%, NMDOT = \$88,771.00) (25%, City, \$29,590.00.

IMPACT:

At Council of February, 2014, Council approved Resolution No. 14-05 – New Mexico Department of Transportation “Local Government Road Fund” Project Application. This application has been approved by NMDOT and this Resolution 15-10 supports proposed project agreement. A resolution at this time is a NMDOT requirement. Proposed project is to remove existing pipe rail and broken concrete rail systems and retro-fit with metal guardrail system. City Engineering Department has completed required design to upgrade these bridge guardrail systems. Estimated total cost is \$118,362.41. NMDOT participation is estimated at 75%, \$88,771.81 (reimbursable amount) with a City participation of 25%, \$29,590.60. Project to be funded by account 301-4311-431.75-04, CPC 099 Bridge Improvements which will permit full funding of agreement and also provides contingency funding if needed.

RECOMMENDATION:

The Streets & Alley Committee recommends the approval of Resolution No. 15-10.

RESOLUTION NO. 15-10

A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO NOTIFYING THE NEW MEXICO DEPARTMENT OF TRANSPORTATION THAT THE CITY OF ROSWELL SUPPORTS AND HAS REQUIRED FUNDING FOR THE COOPERATIVE AGREEMENT PROGRAM FOR THE “DESIGN, CONSTRUCTION, RECONSTRUCTION, PAVEMENT REHABILITAION/IMPROVEMENTS, BLADING AND SHAPING, DRAINAGE IMPROVEMENTS, MISC. ON VARIOUS CITY ROADS”
Project SP-2-15(969), CN L200228

WHEREAS, the City of Roswell desires to perform various improvements to City Roads, and

WHEREAS, this project is eligible for New Mexico Department of Transportation (NMDOT) Cooperative Agreement (CO-OP) funds, and

WHEREAS, the preliminary cost estimate for the project improvements is \$118,361.00, including gross receipts tax, and

WHEREAS, the City of Roswell desires to utilize NMDOT CO-OP funds in the amount of \$88,771.00 for the project improvements.

NOW, THEREFORE, BE IT RESOLVED AND DECLARED by the Governing Body, the City Council of the City of Roswell, New Mexico that:

1. The City of Roswell fully supports and adopts the proposed project for the “DESIGN, CONSTRUCTION, RECONSTRUCTION, PAVEMENT REHABILITAION/IMPROVEMENTS, BLADING AND SHAPING, DRAINAGE IMPROVEMENTS, MISC. ON VARIOUS CITY ROADS”, SP-2-15(969), CN 200228.
2. The City of Roswell has budgeted the required funds for the Various City Roads Improvements and will pay all Project costs which exceed the funding amount.
3. The City of Roswell has placed this project as a high priority and will meet all required deadlines.

PASSED, ADOPTED, SIGNED AND APPROVED THIS 12TH day of March, 2015

Dennis Kintigh, Mayor

Attest:

Sharon Coll, City Clerk

PROPOSED GUARDRAIL UPGRADE SITES.

Resolution 15-10



N. Lea Bridge over Spring River (900 Block east of Roswell Adult & Senior Center)

Pipe railing to be replaced with guard rail.



N MISSOURI Bridge – just north of Roswell Adult & Senior Center

Pipe railing to be replaced with guard rail.



N. Atkinson Bridge (over Spring River, west of Zoo)

Looking south, west side of bridge, damaged pipe railing.



MEMORANDUM

Meeting Date: Monday, February 23, 2015

Item No. E-3

To: Streets and Alleys Committee

From: Louis Najar, P.E., City Engineer

Subject: Proposed Permit Parking Ordinance

Action Requested: Committee to review and comment.

Staff Recommendation: Adopt a permit parking ordinance.

Background: Police Committee requested a permit parking ordinance due to complaints from events at Roswell High School.

Update Summary: Bill Zarr has prepared this ordinance for review.

Attachments: Parking Permit Ordinance- Draft

City Council Action: Pending formal action until a final draft is approved and recommended by Police Committee.

AN ORDINANCE OF THE CITY OF ROSWELL AMENDING CHAPTER 22 OF THE ROSWELL CITY CODE BY ADDING NEW SECTIONS ALLOWING FOR PERMIT PARKING ON CERTAIN STREETS, AUTHORIZING THE CHIEF OF POLICE TO TEMPORARILY RESTRICT PARKING FOR CERTAIN PUBLIC EVENTS AS WELL AS THE TOWING OF VEHICLE IN VIOLATION OF ORDERS THAT TEMPORARILY RESTRICT PARKING, PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT, PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE

WHEREAS, based on the complaints of residents near certain high schools, the establishment of permit parking may be necessary in order to avoid parking congestion on nearby streets since parking is available to students on the school district sites; and

WHEREAS, it also may be necessary to temporarily prohibit parking at some public events held near schools, public buildings or other venues in order to maintain access for emergency vehicles and responders;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

Section 1. Chapter 22 of the Roswell City Code is hereby amended by the addition of a new section 22-40 to read as follows:

Section 22-40 Permit parking authorized

The City Engineer, with the approval of the City Manager, may designate those streets in the City where parking is restricted to holders of permits for parking on those streets. Permits may be granted to bona fide residents of a particular streets which allow the holder to park on said streets during times and days when parking is otherwise prohibited.

Section 2. Chapter 22 of the Roswell City Code is hereby amended by the addition of a new section 22-41 to read as follows:

Section 22-41 Temporary prohibition of parking for events

- (a) The Roswell Police Chief may temporarily prohibit parking on one or both sides of any street near a school or other public building or venue where a public event locations before and during the time that events are held at such schools or other locations for the purposes of maintaining access to said locations for emergency vehicles and responders.
- (b) The Police Chief shall post notice of the temporary parking prohibition on said streets at least 48 hours prior to the event, if feasible, and include a time and date by which any parked vehicle must be moved from the prohibited zone.
- (c) Any vehicle that remains parked in the prohibited zone after the date and time as set forth in the notice of temporary parking prohibition may be towed at the expense of the owner.

Section 3. All ordinances or parts of ordinances in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or part of any ordinance heretofore repealed.

Section 4. If any section, paragraph, clause or provisions of this ordinance for any reason shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any other part of this ordinance.

Section 5. This ordinance shall be effective after five (5) days following its publication as required by law.

Underscoring indicates addition to existing Code section.

~~Strike through~~ indicates delete of an existing Code section.

PASSED, ADOPTED, SIGNED and APPROVED the 8th day of _____, 2015.

CITY SEAL

Dennis Kintigh, Mayor

ATTEST:

Sharon Coll, City Clerk



MEMORANDUM

Meeting Date: Monday, February 23, 2015

Item No. E-4

To: Streets and Alleys Committee

From: Louis Najar, P.E., City Engineer

Subject: Street Name Ordinance Update

Action Requested: Committee to review and comment.

Staff Recommendation: Adopt a street naming policy with standardized criteria and present to Committee for review.

Background: Mr. Najar stated that the City does not have a formal street name process ordinance. At the January Streets and Alleys Committee Meeting, request for a street name change was brought forward. This issue will be tabled until the ordinance is approved.

Update Summary: Ryan Porter, P.E., Civil Engineer, III, collaborated with Elizabeth Stark-Rankins, Support Services Administrator and Amber Copeland, Zoning Administrator for the first draft of the street name ordinance.

Attachments: Street Name Ordinance- 1st Draft

City Council Action: Pending formal action until a final draft is approved.

Draft 2/12/15

City of Roswell, New Mexico

Policy for Naming City Streets and City Facilities

Section 1 - Purpose

The purpose of this policy is to establish a systematic and fair process for renaming public lands, public streets and public facilities which are under the control of the City of Roswell. It is the policy of the City of Roswell to consider renaming proposals and seek citizen input. It is intended that only City of Roswell residents are allowed to request a renaming of public lands, public streets or public facilities.

Section 2 - Application

This policy applies to public lands, public facilities and public streets owned, managed and under the jurisdiction of the City of Roswell. This policy only applies to public lands, public facilities and public streets that the City of Roswell has authority to rename. This policy does not apply to the naming of new streets or new facilities being constructed.

Section 3 – Definitions

1. Public Land – Land which is owned or managed by the City of Roswell for the long term benefit of the community. These lands may be within or outside of the corporate limits. Examples include, but are not limited to developed and undeveloped parks, open space and plazas.
2. Public Facilities – Improvements to land, including physical facilities and amenities which are owned or managed by the City of Roswell for the long-term benefit of the community. Examples include City Hall, City Parks and City Public Library. This does not include new facilities being constructed.
3. Streets – Existing public streets which have been named and are owned and managed by the City of Roswell. This does not include new streets being constructed.

Section 4 – Qualified Applicants and Prohibited Names

Only residents of the City of Roswell are allowed to submit name change requests. If the name change request is submitted by an organization, the organization must have a registered agent that is a resident of the City of Roswell. The registered agent shall complete the application and deliver it to the City Manager.

No public street, public land, or public facility may be named after a living person. A person must be deceased before a request is submitted to rename a public street, public land or public facility in that person's name.

Section 5 - Guidelines

The renaming of public streets, public lands and facilities after a deceased person or an organization is allowed based on the following considerations:

1. Use of names should be controlled to avoid duplication and confusion.
2. Whether person or organization gave a significant monetary, grant, donation or bequest to the City toward the acquisition or development of a public street or public facility.
3. Whether the person or organization performed a substantial community service that has had a major impact or benefit to a large sector of the City by:
 - a. Dedication to service in ways that bring special credit to the City; or
 - b. Providing extraordinary help to individuals, families, groups, or community services
4. Whether the person or organization is a significant cultural and historical figure. In all cases, the person or organization shall have demonstrated fine moral character and values and shall reflect positively on the City of Roswell.
5. The person or organization should not be of such a reputation as would reflect negatively on the City of Roswell. Examples that may show a reputation that would reflect negatively on the City of Roswell include, but are not limited to, felony criminal conviction(s) or a pattern of conduct that is contrary to community standards of justice, honesty and fairness.
6. Whether the person's next of kin have objected to naming the public facility, land or street after the person. If such an objection is made, naming after the person is not recommended.
7. Public lands or facilities named by deed restriction or grant approval should not be considered for renaming.
8. A public street, public land, or public facility which is currently named for an individual should not be changed unless it is found that the continued use of the current name would not be in the best interest of the community.

Section 6 - Procedure

A. General Procedure

Requests for the renaming of public streets, public lands, or public facilities shall be submitted in writing to the City Manager, along with an application fee of \$150.00. The requestor shall provide background information regarding the rationale behind the request. Requestor shall submit signatures of abutting owners, signatures of residents in support and any supporting documentation for those signatures with the request. Requestor may include letters and other evidence of support with the request.

The requestor shall enter into a written agreement with the City, contingent upon approval of the proposed renaming by the City Council, to pay all costs associated with the renaming, including signage, brochures, publications and administrative fees should such cost exceed two-thousand dollars (\$2,000).

Upon receipt of the request and application fee, the City Manager shall forward the request to the appropriate committee as indicated below and post a public notice on the City of Roswell

webpage. The public notice shall indicate the existing and proposed names, along with the date, time and location of the committee meeting at which the proposal will be reviewed. This notice shall be posted continuously for a minimum of 20 days before the committee meeting.

B. Application for Renaming Public Lands and Public Facilities

Any resident of the City of Roswell may submit an application to rename public land or a public facility. The application shall have a minimum of 30 signatures of Roswell residents in support of the naming proposal. All signatures must be on a form which clearly states the signature is in support of renaming the subject land or facility and the proposed name. The form shall list printed names along with corresponding signatures, dates of signatures and addresses and phone numbers of the residents. Background information regarding the rationale for the request shall be submitted with the application.

If requestor has agreed to pay costs as indicated in Section 6.A. above, and on its face, a request submitted to the City Manager has the required background information and number of signatures, the City Manager shall submit the request to the City of Roswell Buildings and Lands Committee (or the appropriate committee) before the next scheduled meeting and the request shall be placed on the agenda for the next meeting for which the 20 day minimum posting requirement of Section 6.A. can be satisfied.

C. Application for Renaming Public Streets

Any resident of the City of Roswell may submit an application to rename a public street. The application shall include the printed names, addresses, signatures, dates of signatures and phone numbers of at least 75% of the abutting land owners of the street to be renamed. All signatures must be on a form which clearly states such signature is in support of renaming the subject street and the proposed name of the street. Background information regarding the rationale for the request shall be submitted with the application.

If requestor has agreed to pay costs as indicated in Section 6.A. above, and on its face, a request submitted to the City Manager has the required background information and number of signatures, the City Manager shall submit the request to the City of Roswell Streets and Alleys Committee (or the appropriate committee) before the next scheduled meeting and the request shall be placed on the agenda for the next meeting for which the 20 day minimum posting requirement of Section 6.A. can be satisfied.

Section 7 – Committee and City Council Action

The appropriate committee shall review the request as placed on the agenda by the City Manager and make a recommendation as to the request to the City Council. Request documentation and the approval decision from the committee meeting will be submitted by the committee to City Council for their review. The item will then be placed on the next City Council meeting agenda for review and consideration.

City Council, after consideration, by motion and majority vote may:

1. Formally approve a naming proposal, contingent on payment of costs by requestor;
2. Formally deny a naming proposal; or
3. Conduct a special public hearing at a future meeting date.

If the City Council votes to conduct a special public hearing, the public hearing must be at least 30 days after the City Council votes to conduct the hearing. Public hearing notification shall be posted continuously on the City of Roswell website for at least 10 days in advance of the hearing. The purpose of the public hearing is to allow additional public input directly to the City Council. After the public hearing, the renaming will be placed on the agenda for the next City Council meeting and the City Council may either:

1. Formally approve a naming proposal contingent on payment of costs by requestor;
or
2. Formally deny a naming proposal.

Section 8 - Notification of Decision and Payment of Costs

The City Manager shall notify requestor, in writing, of the final decision of the City Council with regard to the request. This written notification shall be sent by City Manager within 30 days of the formal adoption or denial of the request. If the request was approved, the writing shall include a notification of costs of the proposed name change along with an explanation of the costs, due date and where payment is to be submitted.

All costs of renaming the public land, street or facility in excess of \$2,000 shall be borne by the requestor. The costs include brochures and public information costs, along with fabrication of new signs and plaques, removal and installation costs. The requestor shall pay the estimated cost of the renaming before the City proceeds with any work to obtain new signage.

If payment is not tendered within 30 days of the due date specified in the written notification of the City Manager, the request will be considered abandoned and no further action will be taken on the request by the City. The City Council approval of the name change will be ineffective as the payment contingency was not met. The requestor will not be able to continue with the abandoned request, but is required to begin the name change request process with a new application, including new signatures and supporting documentation.

PUBLIC LAND/PUBLIC FACILITY NAME CHANGE PETITION

*Application is not complete without supporting background information.

Applicant Contact Name(s): _____

Phone No: (work) _____ (office) _____

Land/Facility Location: _____**Existing Land/Facility Name:** _____**Proposed Land/Facility Name:** _____

I hereby certify that all signatures below and attached, were obtained from residents of the City of Roswell above and were obtained in support of the renaming of the facility or land listed above to the proposed name listed above.

Applicant(s) Signature: _____ Date: _____

Your signature below indicates that you support renaming the Existing Land/Facility listed above to the Proposed Name listed above.

1	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
2	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
3	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
4	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
5	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
6	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
7	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
8	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
9	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
10	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number

Land/Facility Location: _____

Existing Land/Facility Name: _____

Proposed Land/Facility Name: _____

Your signature below indicates that you support renaming the Existing Land/Facility listed above to the Proposed Name listed above.

26	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
27	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
28	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
29	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
30	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
31	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
32	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
33	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
34	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
35	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
36	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
37	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
38	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
39	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
40	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number

Land/Facility Location: _____

Existing Land/Facility Name: _____

Proposed Land/Facility Name: _____

Your signature below indicates that you support renaming the Existing Land/Facility listed above to the Proposed Name listed above.

11	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
12	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
13	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
14	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
15	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
16	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
17	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
18	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
19	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
20	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
21	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
22	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
23	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
24	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number
25	_____ Name (print)	_____ Signature	_____ Date	_____ Address	_____ Telephone Number

STREET NAME CHANGE PETITION

*Application is not complete without supporting background information.

Applicant Contact Name(s): _____

Phone No: (work)_____ (office)_____

Existing Street Name: _____

Proposed Street Name: _____

Limits of Name Change: From: _____ To: _____

I hereby certify that all signatures below and attached, were obtained from property owners abutting the Existing Street Named above and were obtained in support of the renaming of the existing street to the proposed name.

Applicant(s) Signature: _____ Date: _____

Your signature below indicates that you support renaming the Existing Street listed above to the Proposed Street Name within the limits listed above.

[illegible]

Existing Street Name: _____

Proposed Street Name: _____

Limits of Name Change: From: _____ To: _____

Your signature below indicates that you support renaming the Existing Street listed above to the Proposed Street Name within the limits listed above.

[illegible]

Existing Street Name: _____

Proposed Street Name: _____

Limits of Name Change: From: _____ To: _____

Your signature below indicates that you support renaming the Existing Street listed above to the Proposed Street Name within the limits listed above.

[illegible]

Existing Street Name: _____

Proposed Street Name: _____

Limits of Name Change: From: _____ To: _____

Your signature below indicates that you support renaming the Existing Street listed above to the Proposed Street Name within the limits listed above.

[illegible]